APD 101 / 201

The Advance Planning Document Process

Overview

This Session Will Describe the Basic Requirements for the Creation and Ongoing Maintenance of Your Planning, Implementation, Annually Updated and As-Needed Advance Planning Documents

APD / APDU BASICS

Purpose of an APD

First: An APD Provides the Federal Government With the Data Required to Determine Funding for a State Project

Second: An APD Provides the State and Federal Agencies With the Kind of High Level Data Generally Used to Monitor a Project's Progress

Types of APD's

Two Major Types of APD Submissions

- **Planning APD**
  Used to Seek Reimbursement for Planning Costs

- **Implementation APD**
  Used to Seek Reimbursement for Costs of Designing, Developing, and Implementing a System

Planning APD

▶ Generally Used in Support of Major System Development Projects, As Opposed to Less Complex Computer Acquisitions Like Hardware and Software Buys

▶ This Is a Brief Document of Usually Not More Than 15-30 Pages

Elements of a Planning APD

1. Problem Statement
2. Project Management Plan (PMP)
3. Planning Budget
4. Total Project Cost Estimate

Planning APD

The Problem Statement

1-3 Pages of General Discussion of the Problem(s) Faced by the Agency and of the Need to Seek a Remedy.

Cites Examples of Issues/Problems Being Faced

Planning APD

The Project Management Plan (PMP)

- Provide a List of Key Personnel

- Provide an Organization Chart for the Planning Effort

- Provide a Task-Oriented List of Planning Activities to be Conducted Including Project Schedule Information

Planning APD

The Project Management Plan (PMP)

The Task-Oriented List of Activities to be Conducted Must Include Commitments to Conduct a:

- Needs Assessment,
- Feasibility Study
- Alternatives Analysis
- Cost Benefit Analysis

Planning APD

The Project Management Plan (PMP)

Other Task-Oriented Activities That
a PMP Might Include Are:

Developing RFP's/IFB's and Conducting
Procurements for Quality Assurance, IV&V,
Software Development, Project Management
Support, Hardware Purchasing, Installation,
Implementation APD Development, etc.

Planning APD

Planning Budget

Provide a Budget Spreadsheet For
Each FFP Rate To Be Claimed,
Totaled by Federal Fiscal Quarter and Year

The Budget Categories Include:

State Staff, Contractors (listed separately),
Hardware and Software, Training,
Miscellaneous/Supplies, Travel.

The Implementation APD

- Executive Summary
- Statement of Needs and Objectives
- Feasibility Study - *Including a Summary of the Analysis of Alternatives*
- Project Management Plan
- Interface Requirements
- Security
- Budget
- Cost Benefit Analysis

The Implementation APD

Executive Summary

Overview of the Project's Expectations, Goals

Statement of Executive Support for the Project

Summary of the Planning Phase Activities

Summary of Any Requests for Waivers

Summary of Total Project Cost Estimate

Summary of Initial Project Funding Requested

The Implementation APD

Statement of Needs and Objectives

&

Feasibility Study - *Including a Summary of the Analysis of Alternatives*

A High Level Discussion of the Requirements Analysis, the Results of the Analysis of Alternatives, and a High Level Discussion of the Feasibility Study

The Implementation APD

Project Management Plan

Task-Oriented Project Activities Listing
(by *Module/Function, Procurements, Including IV&V*)

Project Schedule by Lifecycle Phases
(*GANTT, PERT, MS Project is ACF Standard*)

Resources Statement

(*Key Personnel, Oversight, QA, State and Contract Staff*) and
Organization Charts for the Project and Umbrella Agency

Procurements

(*By Type and Purpose, Including Waiver Requests*)

Project Management Plan

Sample Task-Oriented Activity

CHANGES TO CLIENT DATA (completed by in-house staff and contractor staff)

REQUIREMENT: CSMS was enhanced to accept the child's birth city, county, state and residency state. CSMS was to be enhanced to accept the date of request of application and the date the application and program information was provided. Also, fields were added to track Medicaid and Foster Care case activity.

DESIGN: December 15, 1998 - January 29, 1999 (1 staff month) [$6,392]

(½ contractor month) [$6,150]

DEVELOPMENT: February 1, 1999 - February 26, 1999 (1 contractor month)[$12,300]

TESTING: March 1, 1999 – March 31, 1999 (¼ staff month) [$1,598]

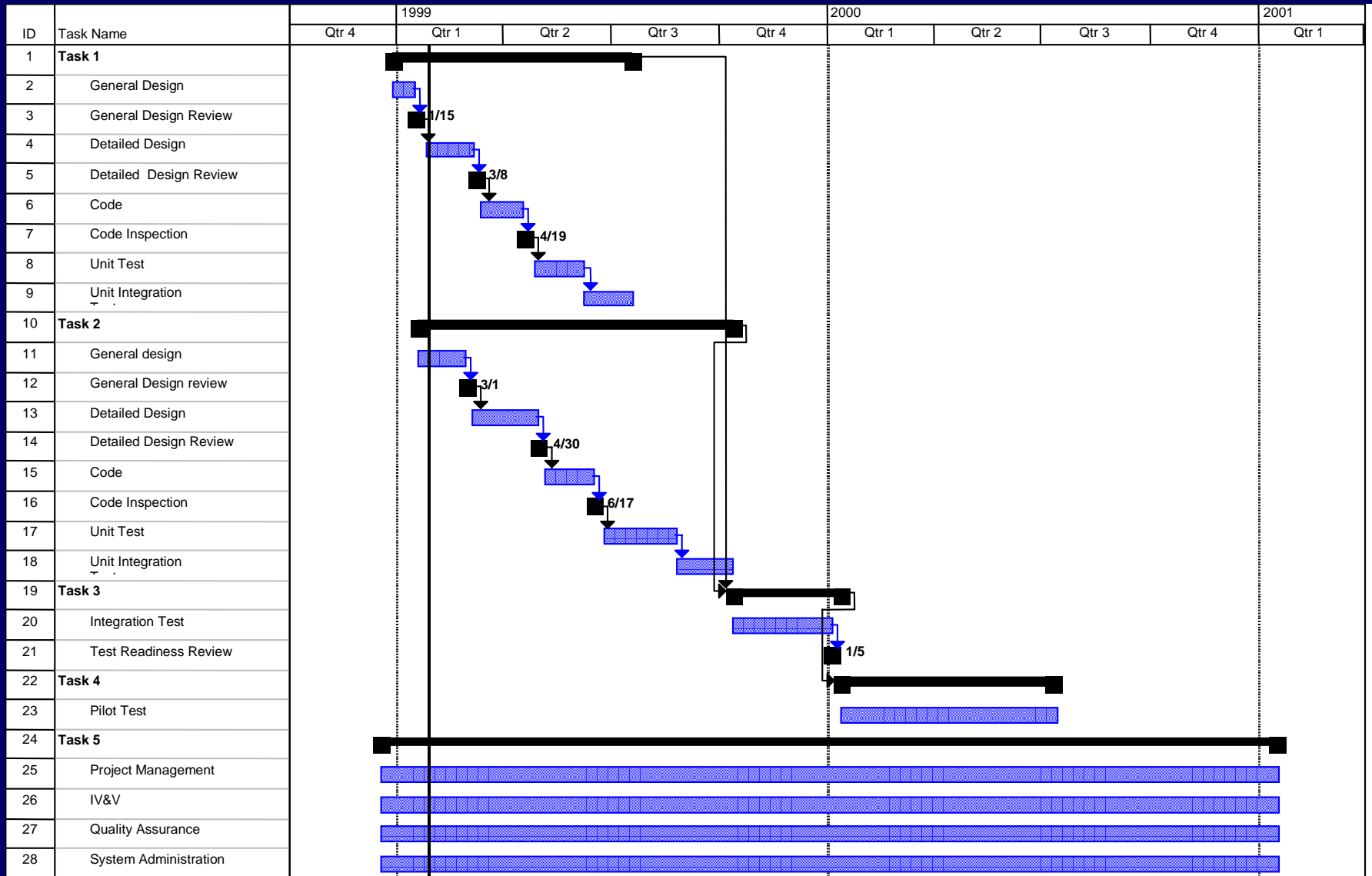**IMPLEMENTATION:** April 1, 1999 – April 15, 1999 (¼ staff month) [$1,598]

STATE STAFF MONTHS: 1½ (1 program person - 1½ staff months) [$9,588]

CONTRACT MONTHS: staff months [$18,450]

COST: $28,038 [$9,588 = program; $18,450 = contractor]

STATUS: COMPLETED

Project Schedule Example

ID	Task Name	1999 Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	2000 Qtr 1	Qtr 2	Qtr 3	Qtr 4	2001 Qtr 1
1	**Task 1**										
2	General Design										
3	General Design Review		1/15								
4	Detailed Design										
5	Detailed Design Review			3/8							
6	Code										
7	Code Inspection				4/19						
8	Unit Test										
9	Unit Integration Test										
10	**Task 2**										
11	General design										
12	General Design review			3/1							
13	Detailed Design										
14	Detailed Design Review				4/30						
15	Code										
16	Code Inspection					6/17					
17	Unit Test										
18	Unit Integration Test										
19	**Task 3**										
20	Integration Test										
21	Test Readiness Review						1/5				
22	**Task 4**										
23	Pilot Test										
24	**Task 5**										
25	Project Management										
26	IV&V										
27	Quality Assurance										
28	System Administration										

The Implementation APD

Interface Requirements

List and Describe Each Interface, Including:

Purpose,

Frequency,

Agency/Corporate Dependencies/Limitations

The Implementation APD

Security

Summary of Program(s) Risk Analysis

(Scope, Data Access, Physical Plant, Personnel, Frequency)

Summary of Program(s) Disaster Recovery
and Contingency Planning

Summary of Anticipated Application Security

Identification of Program's Security Officer

The Implementation APD
Budget

- Budget Line Items Reflect Tasks in PMP

(Sub-elements In Each Task Are State Staff and Contractors)

- Other Costs Can be Separate Line Items

(Data Center, Hardware/Software, QA, IV&V, Travel, Training, etc.)

- Recommend Separate But Identical Budgets for Different FFP Rates (*e.g., Regular and Enhanced*)

- Budget Spreadsheets Must Accumulate Costs By FFQ, Summed To FFY

- Provide a Budget Summary by FFY by FFP Rate - Include a Line to Show Total Planning Phase Costs

Sample Project Budget

Project Budget (1999)										
Quarter Funding	Q1 Regular	Q1 Enhanced	Q2 Regular	Q2 Enhanced	Q3 Regular	Q3 Enhanced	Q4 Regular	Q4 Enhanced	1999 Regular	1999 Enhanced
Task 1										
State Staff Costs	$0.00	$5,040.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,040.00
Contractor Costs	$0.00	$90,000.00	$0.00	$30,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$120,000.00
Task Total	$0.00	$95,040.00	$0.00	$30,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$125,040.00
Task 2										
State Staff Costs	$0.00	$3,840.00	$0.00	$2,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$6,720.00
Contractor Costs	$0.00	$112,500.00	$0.00	$135,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$247,500.00
Task Total	$0.00	$116,340.00	$0.00	$137,880.00	$0.00	$0.00	$0.00	$0.00	$0.00	$254,220.00
Task 3										
State Staff Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$2,160.00	$0.00	$0.00	$0.00	$2,160.00
Contractor Costs	$0.00	$0.00	$0.00	$30,000.00	$0.00	$120,000.00	$0.00	$0.00	$0.00	$150,000.00
Task Total	$0.00	$0.00	$0.00	$30,000.00	$0.00	$122,160.00	$0.00	$0.00	$0.00	$152,160.00
Task 4										
State Staff Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$45,000.00	$0.00	$45,000.00	$0.00	$90,000.00
Contractor Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$90,000.00	$0.00	$90,000.00	$0.00	$180,000.00
Task Total	$0.00	$0.00	$0.00	$0.00	$0.00	$135,000.00	$0.00	$135,000.00	$0.00	$270,000.00
Task 5										
State Staff Costs	$0.00	$54,000.00	$0.00	$54,000.00	$0.00	$54,000.00	$0.00	$54,000.00	$0.00	$216,000.00
Contractor Costs	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Task Total	$0.00	$54,000.00	$0.00	$54,000.00	$0.00	$54,000.00	$0.00	$54,000.00	$0.00	$216,000.00
Training										
State Staff Costs	$25,000.00	$0.00	$25,000.00	$0.00	$25,000.00	$0.00	$25,000.00	$0.00	$100,000.00	$0.00
Contractor Costs	$75,000.00	$0.00	$75,000.00	$0.00	$75,000.00	$0.00	$75,000.00	$0.00	$300,000.00	$0.00
Training Total	$100,000.00	$0.00	$100,000.00	$0.00	$100,000.00	$0.00	$100,000.00	$0.00	$400,000.00	$0.00
Maintenance Costs	$45,000.00	$0.00	$45,000.00	$0.00	$45,000.00	$0.00	$45,000.00	$0.00	$180,000.00	$0.00
IV&V Costs	$125,000.00	$0.00	$125,000.00	$0.00	$125,000.00	$0.00	$125,000.00	$0.00	$500,000.00	$0.00
QA Costs	$125,000.00	$0.00	$125,000.00	$0.00	$125,000.00	$0.00	$125,000.00	$0.00	$500,000.00	$0.00
Travel Costs	$100,000.00	$0.00	$100,000.00	$0.00	$100,000.00	$0.00	$100,000.00	$0.00	$400,000.00	$0.00
Miscellaneous Costs	$40,000.00	$0.00	$40,000.00	$0.00	$40,000.00	$0.00	$40,000.00	$0.00	$160,000.00	$0.00
Hardware Costs	$100,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$100,000.00	$0.00
Software Costs	$20,000.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$20,000.00	$0.00
Data Center/Processing										
Operational Costs	$150,000.00	$0.00	$150,000.00	$0.00	$150,000.00	$0.00	$150,000.00	$0.00	$600,000.00	$0.00
Development Costs	$200,000.00	$0.00	$200,000.00	$0.00	$200,000.00	$0.00	$200,000.00	$0.00	$800,000.00	$0.00
Data Center/Processing Total	$350,000.00	$0.00	$350,000.00	$0.00	$350,000.00	$0.00	$350,000.00	$0.00	$1,400,000.00	$0.00
TOTALS	$1,005,000.0	$265,380.00	$885,000.00	$251,880.00	$885,000.00	$311,160.00	$885,000.00	$189,000.00	$3,660,000.00	$1,017,420.00

Sample Summary Budget

Summary Budget														
	FFY 98 Actual		FFY 99 Actual		FFY 00 Actual		FFY 01 Actual		FFY 02 Actual		FFY 03 Projected		TOTAL	
	Regular	Enhanced	Regular	Enhanced	Regular	Enhanced	Regular	Enhanced	Regular	Enhanced	Regular	Enhanced	Regular	Enhanced
Development	$1,100,000	$0	$2,100,000	$550,000	$3,000,000	$600,000	$3,000,000	$600,000	$4,500,000	$0	$1,200,000	$0	$14,900,000	$1,750,000
Operations	$1,000,000	$0	$1,560,000	$467,420	$1,560,000	$450,000	$1,560,000	$450,000	$2,000,000	$0	$2,000,000	$0	$ 9,680,000	$1,367,420
TOTAL	$2,100,000	$0	$3,660,000	$1,017,420	$4,560,000	$1,050,000	$4,560,000	$1,050,000	$6,500,000	$0	$3,200,000	$0	$24,580,000	$3,117,420

Total Planning Phase Costs: $2,510,000

The Implementation APD

Budget

Program Cost Distribution

Factors: Budget Costs By Year, By Program, By FFP Rates

Overview of Cost Allocation Methodology
Calculation Algorithm(s)

Cost Allocation Plan (CAP)

(Briefly Discuss Departmental/Project Cost Pools Affecting
Overhead, Data Center, Telecommunications, etc.
Cite Any U.S. DHHS Division of Cost Allocation Plans)

The Implementation APD

Cost Benefit Analysis

ACF Guidance Document Recommended:

"Feasibility, Alternatives and Cost Benefit Analysis"

Functional Model

(Attributes Benefits to Individual Functions)

Revenue Stream Model

(Attributes Benefits as a Function of

Program/Project Cost Ratios)

The Implementation APD

Cost Benefit Analysis

Basic Components Include:

Summary Description of *Whiz Bang* Benefits
(Also Cites Summary of Breakeven Date and
Cost Benefit Ratio Over Entire Project Life)
Costs and Benefits Analyses
Breakeven Chart

Two Types of APD Updates

Annual - Submitted on the *Annual Anniversary* of the Implementation APD to Provide the Official Project Status Updates, Request Continued Project Funding, and Report Post-implementation Costs and Benefits

As-Needed - Used to Uniquely Report Significant Changes to the Project Approach, Procurement, Methodology, Schedule, or Costs. Also Submitted When One or More Critical Milestones Are Missed

APD Updates

Specifically APDU's are required when …

1. **For Enhanced Funded Projects;**

   - Annually

   - Project cost increase of $100K

   - Schedule extension > 60 days ...

2. **For Regular Funded Projects;**

   - Annually (Total project cost > $5 Mil. Or if requested)

   - Project cost increase of $1 Mil. or >

   - Schedule extension > 120 days ...

Annual APDU Submittal Requirements

Submittal Required *60 Days Prior to the One Year Anniversary* of the Last APD Approval

Continue Until OCSE Has Determined the Implemented System Has Reached or Passed a Break-even Point or 5 Years, Whichever Comes First

Failure to Submit in a Timely Fashion Could Lead to Suspension of the Project or to the Requirement for an IV&V Assessment

Annual APDU Content

Each Annual APDU Must Include:

– An Updated Executive Summary That Reports on Project Status of Major Tasks and Milestones

– A Reference to the Initial Approved APD and All Subsequently Approved Changes As a Baseline Against Which Any New or Additional Changes Are Now Being Proposed

– An Updated Project Management Plan (PMP) That Reports On New Tasks, Tasks Completed, Degree of Completion of Unfinished Tasks, Changes in Resources, Organization, Etc.

Annual APDU Content

Each Annual APDU Must Include:

- An Updated Project Schedule With Revised Completion Dates for All Tasks (New, Complete, Unfinished)

- An Updated Procurement Plan, Including a Revised Procurement Waiver Request, If Applicable

- An Updated Project Budget Reflecting …

  - Expenditures Status Detailing Costs Incurred To-date by FFY

  - Narrative Explaining the Difference Between Projected and Actuals for the Previously Approved APD

  - An Updated Budget Spreadsheet Including Requests for Additional Federal Funding

Annual APDU Content

Each Annual APDU Must Include:

– A Report of Any Approved or Anticipated Changes to Allocation Basis in APD's Approved Cost Methodology

– An Updated Cost Benefit Analysis Report Comparing Estimated Cost-Savings to Actual Cost Benefits To-date

– Updates to Any Remaining Sections (Security, Interfaces) (Otherwise Either Resubmit Same Sections or State in the Summary that No Changes to These Sections Exist.)

As-Needed APDU Submittal Requirements

- Submittal of an As-Needed APDU is Required Whenever a Critical Milestone is Missed, a Procurement Approach Changes, or the CAP Methodology Changes.

- Also Required Whenever Changes to the Project Schedule or Costs Exceed Regulatory Thresholds

As-Needed APDU Content

- The As-Needed APDU Must Contain a Revised Schedule and/or Budget to Show the Change in Schedule, Cost, or Cost Allocations

- The As-Needed APDU Must Contain Supporting Documentation (Usually in the PMP) to Justify the Need for Changing a Previously Approved Project Schedule, Cost, Milestone, Tasking, or Procurement Approach

APD Submissions

Send APD's To:

Joel Anthony, Acting Director

Division of Financial Services/OA

Administration for Children & Families

370 L'Enfant Promenade, S.W.

Washington, D.C.   20447

One Copy for DSSP

One Copy for Each Federal Funding OPDIV Involved

Send a Copy to Your Regional Office

Approval of APD's

The State Will Receive Response Either From

Joel Anthony

Director,

DFS/OA/ACF (for multi-OPDIV-related APD's)

- or -

Commissioner

OCSE/ACF (for IV-D specific APD's)

Approval of APD's

ACF's Response Will:

– Grant Approval (With or Without Conditions);

– Disapprove the Request;

– Defer Decision Pending Submission of Additional Information

Approval of APD's

If No Written Response Is Received by the State Within 60 Days

– The Response Is "Provisionally Approved" From the 61st Day Following Acknowledged (Written) Receipt of the State's Submission to HHS.

"Provisional Approval"

- Means That the State Can Proceed With Its Project, <u>at Its Own Risk</u>, Without Waiting for HHS Written Prior Approval

- Once HHS Approves the Project, It Will Be Eligible for Funding <u>From the Date of Provisional Approval</u>.

Sample Waiver Request

Waiver Request:

Upon approval of this AAPDU, the State requests a waiver of federal prior approval for future task orders for contractual services for activities and programming related to ASSET$ applications development, FSA and PRWORA compliance, certification compliance, and other developmental, maintenance and support activities. Pertinent documentation related to any task order will promptly be forwarded to your office for your files. Funding for such services and any other additional costs incurred will be reported and requested in Annual APDUs that will be provided on a regular basis. If these costs exceed the requested thresholds, As Needed APDUs will be provided prior to the annual update reporting. Additionally, the State requests that the threshold be increased from $100,000 to 10% of the total project cost for prior approval for unanticipated cost increases. [The list of current contract staff and the additional (new) contract staff requested is found on pages 20 and 21.]

APD Disapproval

An APD May Be Disapproved If:

- The CSES Ceases to Comply With the APD
- Not Enough Resources Allocated to the Project (including QA)
- Poor or Inadequate Project Management
- Ill-conceived Project Plan
- Required IV&V Assessment Not Completed

APD Disapproval

When OCSE Disapproves an APD:

- CSES Implementation Project Is Suspended

- Previously Approved FFP for the Project Ceases For The Entire Period of the Suspension of the APD.

- No Additional FFP Will Be Approved Until the APD Is Re-authorized

APD Issues and Opportunities

Procurement Waivers - Master Contracts

Small Projects that Eventually Exceed
Thresholds for APD Submission

The Last APD - Close-out

Close The APD - Or Enhance The System?

References

- Title 45 Public Welfare and Human Services Code of Federal Regulations (CFR), Part 307--Computerized Support Enforcement Systems

- Title 45 Public Welfare and Human Services Code of Federal Regulations (CFR), Part 95--General Administration-Grant Programs (Public Assistance and Medical Assistance)

- Title 45 Public Welfare and Human Services Code of Federal Regulations (CFR), Part 74 - Uniform Administrative Requirements for Awards and Subawards to Institutions of Higher Education, Hospitals, Other Nonprofit Organizations, and Commercial Organizations; and Certain Grants and Agreements with States, Local Governments and Indian Tribal Governments

References

- U.S. Department of Health and Human Services, Administration for Children and Families and Health Care Finance Administration – State Systems APD Guide, September 1996

- U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement – Addendum to State Systems APD Guide for Child Support Enforcement Systems, March 1999

- Action Transmittal OCSE-AT-90-11, Policy Clarification Relating to Automated Child Support Enforcement Systems, October 9, 1990

References

- U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement – Automated Systems for Child Support Enforcement: A Guide for States, Revised April 1999, Updated December 1999

- U.S. Department of Health and Human Services, Administration for Children and Families – Feasibility, Alternatives, and Cost/Benefit Analysis Guide, July 1993

- U.S. Department of Health and Human Services, Administration for Children and Families, Office of Child Support Enforcement – Cost/Benefit Companion Guide, August 1994

- U.S. Department of Health and Human Services, Administration for Children and Families - Companion Guide 3: Cost/Benefit Analysis Illustrated for Child Support Enforcement Systems, September 2000